

Define Name

Define the name and range or formula expression.

Name:
ExamResults

Range or formula expression:
\$Sheet1.\$A\$1:\$H\$11

Scope:
Document (Global)

☐ Range Options

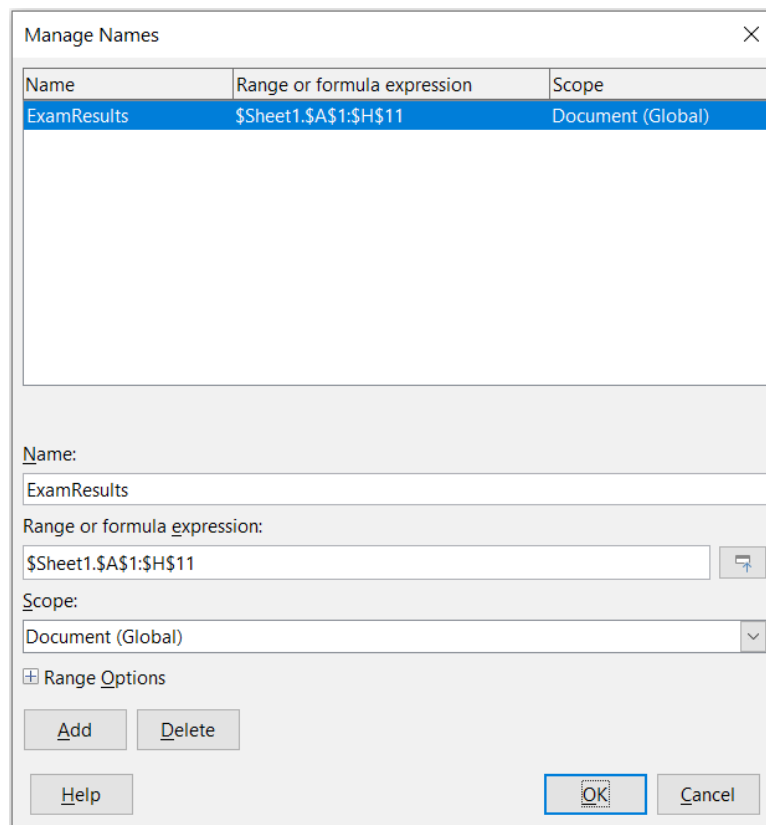
☐ Print range ☐ Repeat column

☐ Filter ☐ Repeat row

Buttons: Help, Add, Cancel

Figure 453: Define Name dialog

To create a named range, select a range of cells from a sheet, then open the Define Name dialog. Next, give the range a meaningful name, and click on **Add** to add it to the current document's list of named ranges. You can then access and modify these ranges using the Manage Names dialog, which is opened by selecting **Sheet > Named Ranges and Expressions > Manage** on the Menu bar, or pressing *Ctrl+F3* (Figure 454). For more detail about how to create and manage ranges, see Chapter 6, Printing, Exporting, E-mailing, and Signing, and Chapter 7, Using Formulas and Functions.



Manage Names

Name	Range or formula expression	Scope
ExamResults	\$Sheet1.\$A\$1:\$H\$11	Document (Global)

Name:
ExamResults

Range or formula expression:
\$Sheet1.\$A\$1:\$H\$11

Scope:
Document (Global)

☐ Range Options

Buttons: Add, Delete, Help, OK, Cancel

Figure 454: Manage Names dialog